

**MAYOR AND TOWN COUNCIL
TOWN OF FOREST HEIGHTS**

RESOLUTION 49-21

**A RESOLUTION TO SELECT A PROPOSAL AND AWARD A CONTRACT FOR
AUDITING SERVICES FOR THE TOWN OF FOREST HEIGHTS FOR THE FISCAL
YEAR ENDING JUNE 30, 2021 (FY21) AND POTENTIALLY FOR SUBSEQUENT
AUDITS FOR AN ADDITIONAL TWO (2) FISCAL YEARS THEREAFTER**

Introduced by: Mayor Washington

WHEREAS, the Town Charter, §33-57 (Audits) requires that the financial books and accounts of the Town shall be audited annually by a certified public accountant selected by the Mayor and Council; and

WHEREAS, the Town Charter, §33-63 (Purchases and contracts) states that all contracts involving professional services such as accounting, architecture, auditing, engineering, law, planning, and surveying, shall not be on a bid basis, but shall be negotiated by the Council; and

WHEREAS, the Town issued a request for proposals (RFP's) for professional audit services on September 14, 2021; and received three proposals by the due date of September 28, 2021; and

WHEREAS, the Mayor appointed an Audit Firm Selection Recommendation Committee which convened on October 8, 2021 to analyze, discuss and consider for recommendation the three proposals of (i) Francis J. DiSalvo, CPA, (ii) UHY, LLP and (iii) Jaramillo Accounting Group; and

WHEREAS, said Committee made certain findings regarding each proposal and concluded with a recommendation that the Mayor and Council enter into a services agreement with the firm of UHY, LLP; and

WHEREAS, the Mayor and Council have selected UHY, LLP, a national firm with local offices in Columbia, Maryland because of its strong background in municipal government financial and compliance audits, and extensive experience and client base with governmental entities in the Washington, DC metropolitan and DelMarVa area; and

WHEREAS, the Mayor and Council further finds the Town of Forest Heights Budget for FY 2022 appropriates funds for the Fiscal Year 21 Annual Town Audit in Budget Line 7023.

NOW THEREFORE, BE IT RESOLVED that the Mayor and Town Council of the Town of Forest Heights, Maryland hereby selects and approves the proposal (Exhibit A) and further agrees to accept the engagement letter or agreement (Exhibit B) from UHY, LLP to perform the financial and compliance audit and provide related audit services for the year ending June 30, 2021 at a cost of \$26,000.00. Said proposal includes fees for the option to extend for an additional two fiscal years upon mutual agreement by both parties for Town Audits FY 22 at a cost of \$25,000.00 and FY 23 at a cost of \$24,000.00.

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BE IT FURTHER RESOLVED, that this Resolution shall take effect immediately upon passage.
PASSED this 20, day of October 2021.

APPROVED: By Resolution of the Town Council of The Town of Forest Heights, Maryland

ROLL CALL VOTE

YEA/NAY/ABSTAIN/ABSENT

WASHINGTON

Yea

NOBLE

Yea

BARNES

Yea

HINES

NAY

BROWNSON

NAY

ATKINSON

Yea

ATTEST:

THE TOWN OF FOREST HEIGHTS,
MARYLAND

SIGNATURE ON FILE

Sherletta Hawkins, Town Clerk

SIGNATURE ON FILE

By: _____
Mayor Washington

CERTIFICATION

I, hereby certify, as the duly appointed Town Clerk of the Town of Forest Heights, Maryland, that on the 20, day of October 2021 with 4 Aye votes and 2 Nay votes the aforesaid Resolution 49-20 passed.

SIGNATURE ON FILE

Sherletta Hawkins, Town Clerk

The Town of Forest Heights